

**[Office of the Secretary Letterhead (see Figure A-13)
and printed on yellow ladder letterhead (see Figure A-28)]**

Honorable Ralph Regula
Chairman, Subcommittee on
Interior and Related Agencies
Committee on Appropriations
House of Representatives
Washington, D.C. 20515

Dear Mr. Chairman:

This is an example of a congressional letter for the signature of the Assistant Secretary for Policy, Management and Budget.

When writing to the chairman of a congressional committee or subcommittee, he or she is addressed as "Dear Mr. or Madam Chairman." When writing to a congressional subcommittee, always include the name of the committee in the address.

The "In Reply Refer To:" block should not be put on correspondence for Assistant Secretaries signature.

"This needs a transmittal memorandum through Assistant Secretary for Water and Science."

Sincerely,

(Name)
Assistant Secretary for Policy,
Management and Budget

(Type on file copies only)

cc: Sec Surname (Yellow ladder letterhead with copy of incoming and enclosure)
Sec Reading (2) (White letterhead - xerox, 1 with copy of incoming and enclosure)
ES (3) (White letterhead - xerox, 1 with copy of incoming and enclosure)
AS/WS (3) (White letterhead - xerox, 2 with copies of incoming and enclosure)
CL/WS (White letterhead - xerox with copy of incoming and enclosure)
AS/PMB (White letterhead - xerox with copy of incoming and enclosure)
OCL (White letterhead - xerox with copy of incoming and enclosure)
Director's File - MS 114 (White letterhead - xerox with copy of incoming and enclosure)
Director's Chron - MS 114 (White letterhead - xerox w/o copy of incoming and enclosure)
Official File - MS xxx (Letterhead - xerox with copy of incoming and enclosure)

USGS:Geology:KTSmith:cls:6/12/2xxx:(703)648-xxxx:ACCN#2001xxxx:file name

**FIGURE A-26
LETTER FOR SIGNATURE OF AS/PMB**